

1. What is the GSA AutoChoice Summer Program?

During the months of May through September, most vehicles have closed out for ordering as manufacturers are preparing for the next model year vehicles. Many customers need to obligate funds that expire on September 30, 2006 during this period. GSA Automotive has established the AutoChoice Summer Program just for this purpose.

2. Who should use the AutoChoice Summer Program?

Only customers whose funds will expire on September 30 should use this ordering process to obligate funds. Customers who do not have to obligate funds should not submit their orders until the new model year pricing is available in October.

3. How will the GSA AutoChoice Summer Program work?

Customers can use the AutoChoice Program just like they normally do with a few exceptions. Customers will continue to see the previous model year pricing only. Contract clarifications and colors will **NOT** be available, as these will change with the contract awards covering the 2007 model year. GSA Automotive will notify you by email when the 2007 model year contracts are in place. Upon receiving this notification you will be required to re-configure and re-submit your vehicle order based on the new model year prices, specifications, colors and clarifications.

4. What are the procedures for submitting an order for funds obligation using the AutoChoice Summer Program?

Follow the normal AutoChoice procedures for selecting a vehicle and placing an order into your Garage.

To ensure appropriate funds are available for your vehicle order, obligate 5% of the current model year price in the "Requisition Detail/Additional Funds" block. The new model year prices may or may not increase.

While in the Garage, select the orders to be submitted to GSA for obligating funds and click the <Finalize> button.

You will receive an email acknowledgement stating that your funds have been obligated to GSA. This email will also list the RPN number (GSA case number) assigned to each order.

You will be notified by email when new model year pricing and specifications are available. In October you will need to re-configure and re-submit each vehicle order based on the new 2007 model year pricing, equipment options and colors.

5. Can I make any changes to an order in the Summer Program?

Customers will **NOT** be able to make changes to an order placed in the Summer Garage until receiving notification that contract awards have been made covering the new 2007 model year vehicles. This is because there is no actual model information (pricing, options, etc.) in place currently to edit the order against. Customers cannot change from one standard item to another. If you need to change the standard item, you will have to delete the order in its entirety and create a new order with the desired standard item. Customers who have placed an order in the Summer Garage can delete it in its entirety at any time.

6. What are the benefits of using the AutoChoice Summer Program?

- Your funds will be obligated to GSA.
- An email reminder will be sent to you announcing that new pricing and specifications are available for the new 2007 model year. This email is a reminder to reconfigure your orders that are in your summer garage and resubmit them to GSA Automotive.
- Customers will have easy access for reconfiguring orders based on new model year prices, equipment, options, and color availability.

7. If I have questions, whom should I contact?

You may call GSA Automotive's Customer CARE line at 703-605-CARS (2277).